

**Area:** Fiscal Systems

**Subject:** FS25 – Change to Salary Allocation

**Reference:** CFS division

**Policy:** The payroll department needs to have the salary allocation sheets by the 3<sup>rd</sup> of the month.

**Procedure:**

1. Each month all directors review their staff's salary allocation.
2. If the director determines that the salary allocation needs to be changed, the director presents the proposed changes at the directors' meeting.
3. Directors must present proposed changes at least two weeks before the change is to be effective.
4. Changes can be effective only at the beginning of a month.
5. Directors will give their input on the proposed changes.
6. Division Administrator will approve or disapprove the proposed changes.
7. If proposed changes are approved, budget revisions are prepared by Project Analyst to accommodate the changes.
8. If funds are available for approved changes, the Employee Distribution Across Programs report is updated by Senior Data Technician and processed for signature.
9. The "Multiple Account and Percentage Number Changes" form is completed by Senior Data Technician and approved by Data Director. Once approved, it is sent to the Payroll department by the 3<sup>rd</sup> of the month in which the change is to be effective.

**Supervised by:** Data Director

**Performed by:** Project Analyst, Senior Data Technician

**Forms needed:** Multiple Account and Percentage Number Changes

**Frequency:** Monthly